

CLASS TITLE:**CHIEF BUDGET ANALYST**

Class Code: 02651500

Pay Grade: 41A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Division of the Budget, to direct and coordinate the work of a staff engaged in performing technical tasks in the preparation, submittal, and management of the state budget; to direct the planning, developing and implementing of budget systems and techniques for the Rhode Island budgetary process; to assist the Deputy Budget Officer and/or the Budget Officer in the formulation of policies; to assist the Deputy Budget Officer and/or Budget Officer in the formulation of budgetary practices and procedures; to direct staff in over all tasks relating to the state's capital development program; as assigned under the supervision of the Chief, of Strategic Planning, Monitoring and Evaluation, to assist in the preparation of the annual state strategic plan; to direct the work of the Office of Strategic Planning in the absence of the Chief; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with wide latitude for the exercise of independent judgement; work is reviewed for conformance to policies, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, supervises, and reviews work of a professional, technical, and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Division of the Budget, to direct and coordinate the work of a staff engaged in performing technical tasks in the preparation, submittal, and management of the state budget; to direct the planning, development and implementing of budget systems and techniques for the Rhode Island budgetary process; to assist the Deputy Budget Officer and/or the Budget Officer in the formulation of policies; to assist the Deputy Budget Officer and/or the Budget Officer in the formulation of budgetary practices and procedures; to direct staff in overall tasks relating to the state's capital development program.

To relate on a level with the department directors and assistant directors relative to management and program problems and decision.

To assist in the preparation, and Budget presentation to the Governor, and Senate and House Finance Committees.

To direct staff in all phases of implementing the state's long-term capital development program.

To direct analysis in developing comparative analyses of expenditures and revenues, both historical and current.

To serve in an advisory capacity to all state departments and agencies in the preparation of budget requests.

To direct staff in reviewing work programs for policy conformance and to oversee periodic monitoring in order to insure conformance to state financial management practice, procedures and controls.

To develop training manuals and be responsible for an in-house training program for budget analysts.

To be responsible for the development of information processing requirements for the division and to coordinate activities with the Office of Information Processing and other appropriate state/local agencies for providing the capacity to meet such needs.

To interpret and relate federal and state laws and regulations affecting the planning and implementation of state government programs and draft legislation regarding state programs.

To be responsible for developing and monitoring techniques for the evaluation and effectiveness of current state programs.

Under the supervision of the Chief of Strategic Planning, Monitoring and Evaluation, to be responsible for the preparation of the annual state strategic plan; to direct the work of the Office of Strategic Planning in the absence of the Chief.

To prepare an overview or context for the issues selected, a statement of objectives to be accomplished, a description of recommended actions, and methods of assessing progress toward objectives.

To compile relevant materials into an annual state strategic plan suitable for use by the chief executive and department and agency heads, and explanatory and supplementary materials.

To design and carry out monitoring programs, and evaluate the results achieved by the plan, as well as make recommendations and modifications as required.

To prepare work programs time and cost estimates, and schedules for all activities that contribute to the annual state strategic plan; and to conduct plan preparation in accordance with these programs estimates and schedules.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge and understanding of the principles and techniques of public administration; a thorough knowledge of the accepted principles and practices of budgetary management; a thorough knowledge of the principles of public finance including revenues and taxes; a thorough knowledge of the principles and practices applied in governmental budget preparation, analysis, review and administration; a thorough knowledge of the organization structure of the state government and functions of its state departments and agencies; a thorough knowledge of principles, methods, techniques and practices of strategic planning; a working knowledge of the principles of budgetary information requirements and the ability to develop processes and systems to derive such information; sufficient background in order to understand appropriate existing and emerging federal and state legislation affecting state programs; a working knowledge of state revenue laws; the ability to plan, organize and execute complex multidisciplinary projects; the ability to identify problems and work creatively and independently; the ability to perform technical and complex tasks involved in the preparation, consolidation, and presentation of the state budget document; the ability to plan, organize, direct, and review the work of professional, technical, and clerical staff engaged in preparation, submittal, and management of the executive budget of the state; familiarity with the range of tasks of budgetary analysis; the ability to consult with departmental and agency heads on budgetary problems; the ability to establish and maintain effective working relationships with state employees, officials and the public; the ability to plan, supervise and review the work of an assigned planning staff; the ability to act on behalf of the Chief during his/her absence; the ability to establish and maintain effective working relationships with superiors, associates, the general public and other officials regarding areas of strategic planning; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of Master's Degree in Public or Business Administration, Economics, or Political Science; and

Experience: Such as may have been gained through: employment in a responsible administrative position involving the preparation and presentation of a large scale budget such as for the State of Rhode Island.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: April 27, 1997

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